

Exit Interview Engagement

Dear [Employee's Name],

As you prepare to transition from [Company Name], we would like to invite you to participate in an exit interview. This is an opportunity for you to reflect on your experience with us, share your insights, and provide feedback that may be beneficial for our organization.

Your thoughts are invaluable to us, and we believe that your perspectives can help improve our workplace culture and practices. The exit interview will be conducted by [Interviewer's Name], and we can schedule this at your convenience before your last working day.

Please let us know your available times, and we will do our best to accommodate your schedule. All discussions will be kept confidential and will be used solely for the purpose of organizational improvement.

Thank you for your contributions to [Company Name]. We look forward to hearing your reflections.

Sincerely,
[Your Name]
[Your Position]
[Company Name]